



Filing a Return as a Supplier Manual Data Entry Method

FILE AND PAY AT:

http://sd.gov/epath

BENEFITS OF EPATH

- Provides 24/7 access to file and pay returns by electronic means
- Easy Data entry or Data upload
- System does all calculations
- Pay by ACH Debit or ACH Credit

Features

- Amend returns online
- Review returns, payments, outstanding returns, and account balances
- Make payments
- View pending payments and make changes to pending payments
- Use bank account for a one-time payment or save account information for future payments
- Use one EPath account to file and pay taxes for multiple licenses for same owner
- Assign additional users access to specific licenses on your EPath account
- Change your password, security questions, and email address at any time



EPath Help

ACCESS
EPATH HELP
FROM EVERY
SCREEN

Login >

Log in to your Account

Username: Password: Forgot your Password?

Continue

Create an Account

If you are not already using EPath to access your account, create an account now.

Create Account

Watch Video on Creating an Account

Use EPath to file and pay the following taxes:

911 Emergency Surcharge Bank Franchise Tax Contractors' Excise Tax

Sales and Use Tax

Motor Fuel:

Biodiesel Producer Blender

Ethanol Producer Ethanol Broker

Importer/Exporter LNG

LPG User LPG Vendor

Supplier

If you don't have an EPath account and Make a Payment > need to make a payment by ACH Debit or Credit Card for the Taxes Listed above.

If you owe tax and do not have a tax license, please call 1-800-829-9188.

Due Dates Calendar

Please refrain from using the browser's back button while using this site. This site uses SSL (Secure Sockets Layer) encryption to protect your information.

Privacy Statement

Each • has help information, simply point to the • to display the information.

Main Menu ≻

File and/or pay taxes.

- ► File or Amend Return/Payment ①
- ► Upload Additional Documentation •

Select an account function to perform.

- ► Add/Edit User Accounts ①
- ▶ Cancel Licenses
- ▶ Print License Card

View History.

- ▶ View Account Activity ¹
- ► View Pending Items ①

► Payment Only ①

- ▶ Change Profile ¹ •
- ► Add a License
- ▶ View/Edit Pending Electronic Payments ¹ Output
- ► View Deleted Electronic Payments ①

Log out

Main Menu 🗲 File and/or pay taxes. File or Amend Return/Payment 🖯 Payment Only 6 Upload Additional Documentation 6

Tax Return Filing Menu ≻

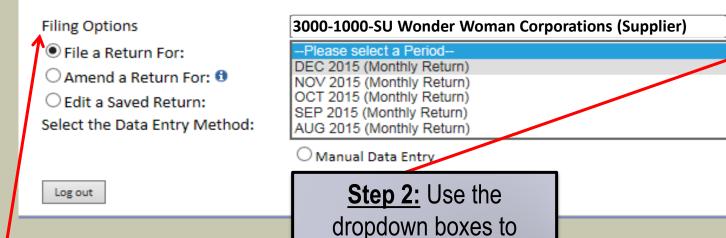
Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

Note: Only returns currently due or past due may be filed. Returns may be filed on or after the first of the month after the reporting period. (Example: May return is available June 1)

display license numbers

and returns

If the return you wish to file or amend is not listed under any of the three options, please call 1-800-829-9188.



Step 1: Choose from Filing Options to file, amend, or edit returns Next

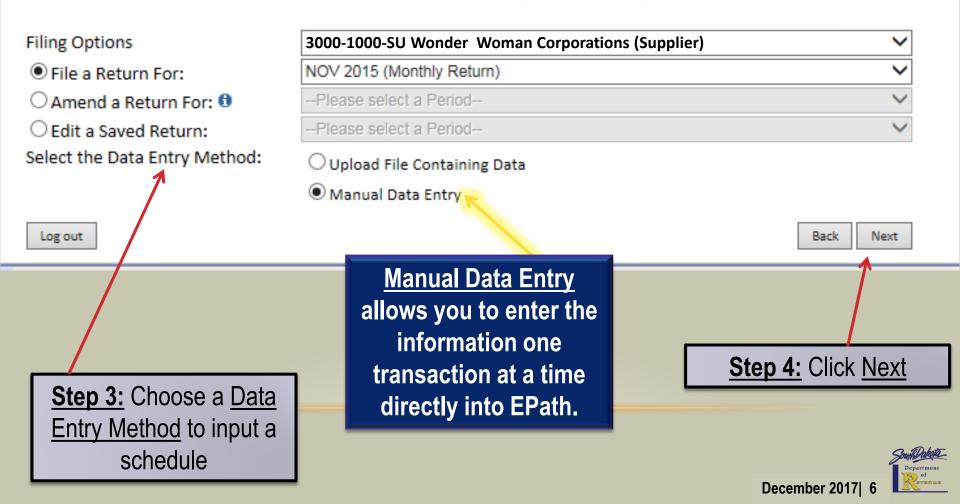
Back

Tax Return Filing Menu ≻

Select the license, filing option and period. When finished click the 'Next' button on the bottom of the page.

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PRODUCT TYPES

Each type of fuel that is sold has a specific product. Below are the codes that will be used on your schedule.

<u>Product Code</u>	Fuel Type			
61	Natural Gasoline			
65	Gasoline			
72	Kerosene (Dyed)			
73	Kerosene (Low Sulfur)			
74	Kerosene (High Sulfur)			
123	Ethyl Alcohol			
125	Aviation Gasoline (AVGAS)			
130	Jet Fuel			
142	Kerosene (Clear)			
145	Kerosene- Low Sulfur (Clear)			
147	Kerosene- High Sulfur (Clear)			
160	Diesel (Clear)			
170	Biodiesel Blend (Clear)			
171	Biodiesel Blend (Dyed)			
228	Dyed Diesel			
243	Methyl Alcohol			
284	Biodiesel (Clear)			
290	Biodiesel (Dyed)			
92	Other			

SCHEDULE TYPES AND MODE OF TRANSFER

Depending on the type of activity conducted, below are the schedule types and modes that you will use. When uploading an electronic schedule the following schedule types will automatically record the gallons you report on the line listed in the description box.

Schedule Type	<u>Description</u>	Line(s) of Return	
5	This schedule type will report several types of gallons they are: ➤ Gallons withdrawn from pipeline(s) located within South Dakota with tax collected ➤ Gallons withdrawn from pipeline(s) outside South Dakota with a South Dakota destination state on the bill-of-lading with tax collected. ➤ Gallons of 100 percent Ethyl Alcohol and Methyl Alcohol that was previously taxed	 1-gallons from SD pipelines 2-gallons from out -of-state pipelines 6- Methyl and Ethyl Alcohol sales 	
6a	This schedule type will report gallons withdrawn from pipeline(s) located in South Dakota and sold tax exempt to a licensed exporters for an out-of-state destination.	5	
8	This schedule type will report gallons withdrawn directly from the pipeline(s) sold to U.S. Government entities.	4	
10	This schedule type will report the total gallons of K-1 kerosene sold for not taxable purposes such as heating.	7	

How the fuel was transported will also need to be listed on the schedule. Below are the codes that will be used and what they stand for.

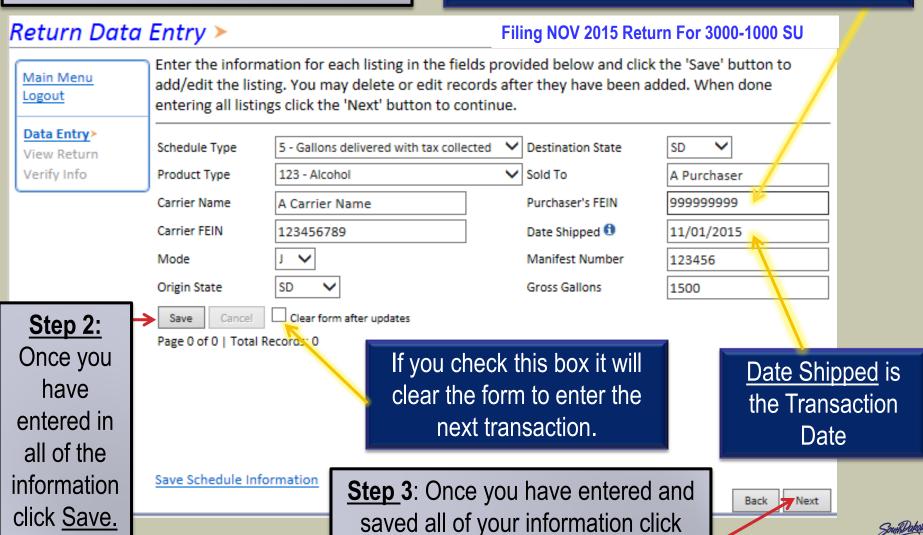
<u>Mode</u>	<u>Description</u>		
J	Truck		
R	Rail Car		
В	Barge		
PL	Pipeline		

Example: Return Data Entry

Step 1: Enter the information from your records into each box.

The Purchaser's FEIN or Social Security
Number cannot be substituted for 999999999
as the Supplier should know who is
purchasing the fuel

December 2017 9



Next.

Motor Fuel Tax Return - Supplier >

Main Menu Logout

File Definition
File Layout
File Upload
File Preview

View Return>
Verify Info

TIP: Always remember to review your entries before continuing on in the process.

Please Note: You will
NOT be able to print
your return after it is
submitted. Click View
Printer Friendly Version
to print your return

Please verify that the return information is correct. If the return is incorrect please click the 'Back' button to return to the previous page.

Reporting Period: SEP 2015			Return Due: 10		
SALES	Gasoline	100% Ethyl Alcohol	AVGAS	Dyed I Kero	
1. Withdrawn from SD Pipeline	0	0	0	5,3	
2. Withdrawn from out-of-state Pipeline	0	0	0		
3. Total Sales	0	0	0	5,3	
CREDITS	'				
4. Sold to US Government	0	0	0		
5. Sold to Licensed Exporter	1,800	0	150		
6. Ethyl Alcohol & Methyl Alcohol		0			
7. Undyed K-1 Kerosene/Biodiesel sold to blender					
8. Total Credits	1,800	0	150		
TAX COMPUTATION					
9. Subtotal Taxable Gallons	-1,800	0	-150	5,3	
10. Allowance	-41	0	-3		
11. Total Taxable Gallons	-1,759	0	-147		
12. Tax Rates	\$0.28	\$0.14	\$0.06	\$0	
13. Total Due	(\$492.52)	\$0.00	(\$8.82)		
14. Total All Taxes Due	(\$203.32)				
TANK INSPECTION FEE		TAXES AND FEES DUE			
15. Total Gallons	1,550	20. Total Taxes and Fees Due		(\$122.32)	
16. Total Gallons sold to Gov Entities	2,500	21. Total Interest		\$0.00	
17. Total Gallons of Undyded K1 Kerosene	0	Total Penalty		\$10.00	
18. Subtotal Tank Inspection Fee Gallons	4,050	22. Balance Due or Credit		\$0.00	
19. Tank Inspection Fee	\$81.00	23. Total Amount Du	23. Total Amount Due		
<				>	



Your total credit due is (\$112.32)

Back Next

Click Next



Example: Returns with Tax Due

On the Payment Method page you have the option to pay the tax amount due on your Supplier return. If no tax is due you will not reach this page.

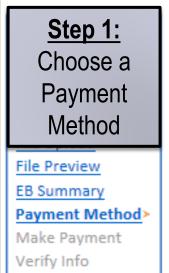
Payment Method >

Filing NOV 2015 Return For 3000-1000-SU

Step 2: Follow the prompts to

make a payment if you choose

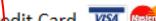
to make a payment at this time



Select the Payment Method you will be using

DACH Debit 🔞

ACH Credit 🔞





Credit Card WSA Marie DECIMEN

A non-refundable convenience fee of 2.45% will apply it you pay by credit card

Credit Card payments are processed by Elavon Inc. You will be taken to Elavon's site to enter your credit card information after you submit your return.

No Payment at this time. (Interest will apply to late payments.)

If you choose to make a payment at a later date select No Payment at this time and click Next.

Step 3: Click Next

Back

Next

Verify Information >

Main Menu Logout

File Definition File Layout File Upload File Preview View Return

Verify Info>

Please verify your Return information. Use the 'Back' button or select a link from the side menu to go to the appropriate page to fix the errors.

To submit your Return read the 'Filing Agreement', enter your log in password, and click the 'Submit' button.

Return Information

License: 3000-1000-SU

Name: **Wonder Woman Corporations**

File Code: Required Calendar Monthly

11/2015 Period:

12/23/2015 Return Due Date:

Return Type: SU - Original

Total Tax Due: (\$122.32)Interest/Penalty: \$10.00 Total Due: (\$112.32)

Payment Type: None

Filing Agreement

By rekeying my log in password I declare and affirm under penalty of perjury that this return and associated schedules have been examined by me, and to the best of my knowledge and belief is in all things true and correct. I understand that by submitting this return and associated schedules electronically it is my intention to have the South Dakota Department of Revenue accept it as filed.



Login Password: | ••••

Reminder: Clicking Submit will finalize the filing process. Make sure to look everything over one last time.

Back

Submit

Confirmation Information >

Confirmation

Confirmation Number: 117251341694570807
Date Submitted: Jun 09, 2016 5:25 PM

Return

License: 3000-1000-SU

Period: 11/2015

Return Type: SU - Original
Return Due Date: Dec 23, 2015
Total Amount Due: -\$112.32

View/Print Full Return

Print

Main Menu

Please Note: You will

NOT be able to print
your return after you
return to the main menu.
Click View/ Print Full
Return to print your
return



Find additional information and instructions for using EPath at: http://dor.sd.gov/epath/

Questions?

Call: **605.773.8178**

Email: sdmotorfuel@state.sd.us